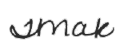


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. N002814	
2. Incumbency Allocation Only? May Not be IAed					
3. Reason for Submission <u>Other</u>		4. Employing Office Location <u>Ann Arbor, MI</u>		5. Duty Station <u>Ann Arbor, MI</u>	
6. BUS Code 8888		7. Fair Labor Standards Act <u>Exempt - Executive</u>		8. Financial Statements Required <u>OGE-450 Required</u>	
9. Cybersecurity Code a. <u>000</u>		10. Position Status <u>Competitive</u>		11. Supervisory Status Code <u>5 - Management Official</u>	
12. Competitive Level Code		13. Competitive Area		14. Drug Testing <u>No</u>	
15. Extramural % <u>0%</u>		16. Functional Class Code <u>N/A</u>		17. Medical Monitoring <u>No</u>	
18. Position Sensitivity <u>Non-Sensitive</u>		19. Security Clearance <u>0 - Not Required</u>		20. Position Risk <u>3 - High</u>	
21. Emergency Essential <u>No</u>		22. Developmental Position <u>No</u>		23. Full Performance Level <u>14</u>	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation		Environmental Protection Specialist		GS	0028
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such) <u>Sheila Irving</u>			
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code <u>L0000000</u>		1st Tier Org Description <u>Office of Air and Radiation</u>			
b. 2nd Tier Org Code <u>LA000000</u>		2nd Tier Org Description <u>Office of Transportation and Air Quality</u>			
c. 3rd Tier Org Code <u>LCD00000</u>		3rd Tier Org Description <u>Assessment and Standards Division</u>			
d. 4th Tier Org Code		4th Tier Org Description			
e. 5th Tier Org Code		5th Tier Org Description			
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Kathryn Sargeant, Deputy Division Director, ASD</u>			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>William Charmley, Division Director, ASD</u>		
Signature KATHRYN SARGEANT <small>Digitally signed by KATHRYN SARGEANT Date: 2022.06.01 16:19:15 -04'00'</small>		Date <u>06/01/2022</u>		Signature WILLIAM CHARMLEY <small>Digitally signed by WILLIAM CHARMLEY Date: 2022.06.01 20:28:51 -04'00'</small>	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <u>Tina Mak, Supervisory HR Specialist</u>			30. Position Classification Standards Used in Classifying/Grading Position <u>Environmental Protection Specialist Series, GS-0028 TS-133 March 1995</u>		
Signature 		Date <u>8/5/22</u>			
31. Remarks <div style="text-align: center; font-size: 1.2em; margin-top: 20px;">22 1153565</div>					

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

ENVIRONMENTAL PROTECTION SPECIALIST

GS-0028-14

INTRODUCTION

This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Assessment and Standards Division (ASD).

OTAQ conducts the Federal government's principal programs to control air pollution from transportation sources. The Office's primary responsibilities include developing national regulatory programs to reduce mobile source related air pollution and greenhouse gases; evaluating emission control technology; testing vehicles, engines, and fuels; and determining compliance with Federal emissions and fuel economy standards. Its subordinate divisions are individually responsible for providing these services through a variety of testing, monitoring, research, and certification of vehicles, engines, and fuels, and by developing rules, regulations and standards for the various emission reduction, control, and enforcement acts. OTAQ is divided geographically between two locations: The National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan, and EPA Headquarters in Washington, D.C.

The Assessment and Standards Division is responsible within OTAQ for the development of control strategies to reduce emissions from mobile sources through the establishment of national standards for vehicles, engines, and fuels. ASD carries out its mission through regulations, policies, and technology development, guided by the assessment of environmental and economic impacts, policy development and analysis, and the demonstration of innovative technologies. To achieve its mission, the Division also develops analytical modeling tools to quantify emissions related to mobile sources for policy analysis and regulatory development. These tools are also provided to external stakeholders, states, and local agencies for analyses to satisfy legislative requirements.

The Senior Environmental Protection Specialist oversees the strategic and operational matters of ASD, reporting directly to the Division Director. This position is for a duty station located in Ann Arbor, Michigan.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is an advisor to the Division Director and to the Division managers on key division functions, such as policy development, infrastructure, oversight, and operations management. As a Senior Environmental Protection Specialist, the incumbent provides high-level policy and oversight expertise relating to the Division's environmental protection programs and serves as a liaison to other Offices and programs both inside and outside of the EPA.

Duty 1

45%

Serves as management advisor to ASD's Division Director, Deputy Director, and Center Directors. Leads ASD management team in development and execution of divisional strategic planning, including integration of detailed center-specific plans into the broader ASD strategic plan and consistent with OTAQ, OAR and Agencywide planning and priorities.

Leads the design and development of all aspects of program planning for ASD. Included are preparation and coordination of division-wide program plans, management plans, and any necessary new or revised program planning. Develops any necessary guidance or instruction for use by ASD managers and staff in preparing inputs to the system. Reviews inputs and recommends to the Division Director the final content and approval of such plans and guidance.

Leads the development and justification of budgets, operating plans, policies and procedures. Provides guidance to the Division Director, Deputy Division Director, and Center Directors in determining the need for obtaining or preparing necessary briefing materials on relevant program and budget issues. Plan, develop, justify, and execute budgets and operating plans for the Division including COOP activities; provides senior policy-level advice to the Division Director and division management. Oversees grants, purchasing, and acquisition activities. Develops and conducts studies and audits to ensure Division's management of extramural resources is in compliance with applicable laws, regulations, and policies. Interfaces with the Office of Inspector General on audits and investigations.

Manages the Divisions significant volume of correspondence requirements, including responding to the many Congressional, state and local government, non-governmental and private citizen correspondence, as well as the Division's significant volume of FOIA responses.

Duty 2

30%

Serves as a Senior Policy Advisor to the Division and Deputy Directors on the full range of issues addressed by ASD's technical, policy, and legal staff. Evaluates the overall work and mission of the Division for compliance with Federal and Agency goals and recommends changes and new approaches as needed to address ASD responsibilities and programs, including but not limited to Federal Managers Financial Integrity Act (FMFIA) and National Program Manager (NPM) guidance development.

Advises the Division Director and ASD managers regarding the development of the Division's long-term planning for regulatory development work to address air pollution from transportation sources. This entails overseeing the development, design, and execution of research studies, programs, and policies across the division, working with other experts across EPA and national and international experts and organizations. Incumbent will use the work and findings of ASD and OTAQ to consolidate final products that can be approved by the Senior Leadership Team (SLT). Incumbent will assess complex, diverse circumstances that involve major areas of uncertainty in approach or interpretation based on technological developments, controversial and high-profile environmental policy trajectory of the nation, and conflicting interests and ideas. The work of the incumbent includes formulating highly complex projects, resolving critical problems, and developing new theories, all of which directly support the development and implementation of national programs with substantial impact on the economy, environment, and human health.

Provides support to the Division and Deputy Directors in the planning, development, and execution of programs; establishes strategic goals and interim objectives for those programs; confers with key Agency officials to determine cross-program requirements; develops solutions to complex project issues that are acceptable to all parties; and integrates work across teams and divisions.

Duty 3

25%

Represents the Division Director as a spokesperson and advocate for the activities, programs, and goals of the Division. Lead the Division's efforts to develop and manage internal and external relationships and consensus-building initiatives; ensures Division projects include outreach strategies and that inter-Agency cooperation and communications are maintained. Represents and advocates for the programs of the Division with external stakeholders, including with other EPA Offices, other Federal Agencies, State and Local governments, International Governments and multi-national bodies, and a wide range of non-governmental organizations.

Advises the Division management and staff in promoting diversity, inclusion, and equal employment opportunity to maintain a high performing organization by cultivating a respectful, cooperative, and supportive work environment that values and leverages workforce diversity, complying with merit system principles to recruit, develop and retain a diverse and qualified workforce. Promotes through engagement with the Division management and staff the constructive and timely resolution of conflict, discrimination and/or harassment in the workplace consistent with applicable laws, regulations and policies.

Prepares position papers, testimony, reports, and other materials for use by the Division Director, Office Director, the Assistant Administrator, and other Agency officials to communicate to other Federal officials, congressional staff, manufactures, special interest groups, and state, local and foreign governments.

FACTOR LEVELS

KNOWLEDGE REQUIRED

Factor Level 1-8 (1550 points)

Mastery of program principles, concepts, practices, methods, and techniques. Expert knowledge of Federal, State, and local laws and regulations. Knowledge of industry (economics, business, marketing), politics (communications, outreach, governments at various levels), and management practices and procedures.

Mastery knowledge of environmental, organizational, and management principles; administrative programs and procedures; and constraints associated with budget formulation, resource management, oversight, planning, contracting, and procurement. This includes an expert ability to organize, coordinate, and develop strategies concerning the work of the Division and a demonstrated ability to generate new concepts, principles, and methods in the field of environmental administration.

Mastery knowledge of EPA offices and how they related to OAR and OTAQ. Familiarity with advanced analytical methods and compliance activities is desirable, as is a comprehensive knowledge of the Clean Air Act and related federal policies. Skills required include the ability to (1) develop and assimilate a wide range of technical and policy information into concise concepts; (2) manage senior-level workgroup and roundtable sessions designed to identify key issues and facilitate solutions; and (3) formulate sound policy options that Agency leaders and stakeholder groups find acceptable.

Professional communication skills sufficient to justify, defend, inform, or negotiate in representing ASD in obtaining or committing resources, gaining compliance with established policies or

regulations, and conducting negotiations involving complex, controversial, and precedent-setting issues.

SUPERVISORY CONTROLS

Factor Level 2-5 (650 points)

The incumbent is a recognized authority within the Agency regarding the interpreting, drafting, and application of regulations. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. The employee exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

GUIDELINES

Factor Level 3-5 (650 points)

The incumbent extensively interprets broadly stated guidelines in an advisory role to OTAQ and ASD. Though broad, these guidelines are often highly technical and include legislation, such as the Clean Air Act, the Energy Independence and Security Act, and the Energy Policy Act; regulations; mobile sources and fuel standards such as those applicable to highway and nonroad engines, vehicles and equipment, the Renewable Fuel Standards program and the National Ambient Air Quality Standards; court cases that are often only tangential to the issue at hand; broad policy statements; and professional literature. The incumbent is recognized as an experienced authority in the use of judgment and discretion to interpret and adapt guidelines and to develop hypotheses and approaches not previously reported in the literature of the field. Methods and procedures developed are often used as precedents for rulemaking elsewhere in the Agency and in external organizations.

COMPLEXITY

Factor Level 4-5 (325 points)

The position requires tested depth and breadth of knowledge, ability to command numerous interrelationships, complex variables, and the invention of new theories and methodologies. Assignments involve the full range of programmatic and policy issues associated with the impact of the transportation sector on air pollution and climate change. Potential policy solutions involve application of leading-edge technologies and frequently require the application of technologies being developed but not yet commercially available. The work may be precedent-setting and may affect regulatory decisions as well as external relationships and future efforts within the transportation industry.

Issues will require probing undefined issues and programs that are continuously challenged. S/he will use the work and findings of ASD and OTAQ to consolidate a final product that can be approved by the Senior Leadership Team (SLT). The position has a strong impact on the future, adequacy, and uptake of ASD products. This division and its products garner a large proportion of the public attention received by the EPA. Problems include the economic constraints experienced by regulated entities, industry's interaction with and use of state-of-the-art technologies and methods aligned with GHG and criteria emissions reduction. These problems are often fluid and undefined at the outset.

The incumbent coordinates and presents policy, technical, and legal information to anticipate the

direction of policy questions and hypothesize on the future role of ASD. In terms of making decisions on next steps or determining the aim and extent of projects, he/she must assess complex, diverse circumstances that involve major areas of uncertainty in approach or interpretation based on technological developments, controversial and high-profile environmental policy trajectory of the nation, and conflicting interests and ideas.

SCOPE & EFFECT

Factor Level 5-5 (325 points)

The incumbent's work informs major national-level policy and regulations; guides state- and local-level programs attracting significant Congressional attention and controversy; and involves international efforts to reduce air pollution from transportation sources. The work includes formulating highly complex projects, resolving critical problems, and developing new theories, all of which directly support the development and implementation of national programs with substantial impact on the economy, environment, and human health. In addition, the testing and regulatory operations of the Division which the incumbent oversees are used by international environmental organizations and foreign government leaders as an authoritative source and/or benchmark.

CONTACTS & PURPOSE OF CONTACTS

Factor Level 6-3/7-C (180 points)

The incumbent represents the Division or Office to a range of professional, political, industrial, environmental, regulatory, and administrative leaders in a moderately unstructured setting. Interactions require formal presentation of Agency positions and findings, as well as formal and informal discussions with scientific experts and concerned citizens or special interest groups who have diverse perspectives and opinions regarding environmental protection and the work of the Agency.

The incumbent presents, explains, defends, and secures cooperation with the program goals of the Division and Agency; this involves influencing and persuading industry leaders to adapt new technologies or comply with new rules, about which there exist skepticism and resistance. Contacts may also be used for the purpose of information exchange, consultation, negotiating settlement of differences, and resolution of technical or administrative issues.

PHYSICAL DEMANDS

Factor Level 8-1 (5 points)

Work is mostly sedentary. Typical office work requires occasional standing, walking, or bending. Domestic and international travel may be required.

WORK ENVIRONMENT

Factor Level 9-1 (5 points)

Work is performed primarily in an office environment with some travel required to attend meetings, symposia, and conferences. At times, the incumbent will visit a laboratory setting where normal safety precautions must be observed.

Total Points: 3690

GS 14 Point Range: 3605-4050

POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: EPA/OAR/OTAQ/ASD	
Position Title: Environmental Protection Specialist	
Pay Plan/Series/Grade (Full Performance Level): GS-0028-14	
Service Agreement Number (SAN): BV560001	
Supervisor Name: Kathryn Sargeant	Supervisor Phone Number: 734-214-4441
Supervisor Signature: KATHRYN SARGEANT Digitally signed by KATHRYN SARGEANT Date: 2022.06.01 16:21:10 -04'00'	

STANDARDIZED POSITIONS

Position Title
Select One

NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input checked="" type="checkbox"/> Tribal Government <input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Business information as reported by the regulated industry which may be confidential		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Management Official		

*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

Position Designation Record

Department Large Independent agency (1000 or more employees)
Agency ENVIRONMENTAL PROTECTION AGENCY
Supplemental Duty
Position Title Environmental Protection Specialist
Position Description
Series and Grade/Pay Band GS-0028-14
Position Description Number N002814
Designator's Name & Title Katherine Murphy, HR Specialist (Classification)

Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	High Risk	Tier 4	SF 85P

Label	Points
Total Initial Position Designation Points from Step 2	180
Adjusted Position Designation Points from Step 3	170

Summary

National Security

No national Security Duties

Suitability

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	Severe impact One or more of the following: <ul style="list-style-type: none">• Senior management duties or assignments that do not rise to the level of an automatic High-Risk condition• Substantial responsibility for approving regulations and/or rule-making agendas for significant government programs impacting the public's trust• Independent responsibility for planning or approving continuity of government operations• Sets policy for significant government programs impacting the public's trust• Independent agency spokesperson concerning delicate controversial matters impacting the public's trust

Duties	Degree of Potential for Compromise or Damage
	<ul style="list-style-type: none"> Serves in advisory role to senior agency officials who complete one or more of the above duties
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	<p>Moderate impact Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as:</p> <ul style="list-style-type: none"> Performing inspections Enforcing established standards Providing regulatory advice and direction
Protection of government funds for non-national security operations, access to or operation or control of financial records, fiduciary responsibilities or other duties (such as developing statements of work) with a significant risk for causing damage or with the potential for realizing significant personal gain	<p>Severe impact One or more of the following:</p> <ul style="list-style-type: none"> Obligates, expends, collects or controls revenue, funds or items with monetary value in excess of \$10 million, but less than \$50 million annually Audits or analyzes budgets or other financial records, the compromise of which could cause significant impact on government programs or operations Procures (or secures funding for) goods and/or services with monetary value in excess of \$10 million, but less than \$50 million annually, with potential for significant impact on government programs or operations
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	<p>Moderate impact Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> The integrity or efficiency of the service Individuals or business entities Government programs or operations impacting the public's trust
Government service delivery, including customer service or public liaison duties	<p>Severe impact Duties involve customer service responsibilities and/or public liaison that could severely impact the public's trust through severe damage/harm to:</p> <ul style="list-style-type: none"> The integrity or efficiency of the service Individuals or business entities Government programs or operations impacting the public's trust

Adjustment for Scope of Program and Correlation to Extent of Impact

Program Scope and Impact	Impact
Adjustment for Scope of Program and Correlation to Extent of Impact	Agency Impact <ul style="list-style-type: none"> • Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.
Level of Supervision	Ability to act independently
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time <ul style="list-style-type: none"> • Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.

Designator's Name: Katherine Murphy, HR Specialist (Classification)

Designator's Signature: Katherine Murphy Date: 8/4/22